

Scientist Category Web site: <http://scipac.nimh.nih.gov/scientist/>

SCIENTIST PROFESSIONAL ADVISORY COMMITTEE

Office of the Surgeon General
United States Public Health Service

Minutes of 23 September 1999 Meeting Number 74

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SCIENTIST PROFESSIONAL ADVISORY COMMITTEE

Office of the Surgeon General
United States Public Health Service

Minutes of 23 September 1999 Meeting Number 74

I. LOCATION/DATE/TIME:

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Parklawn Building, Surgeon General's Conference Room 18-57
24 September 1999
1230-1530

II. ATTENDANCE:

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A. MEMBERS IN ATTENDANCE:

CDR Francois Lalonde	NIH	(Past Chairperson)
CDR Rebecca Sheets	FDA	(Chairperson)
LCDR Darin Weber	FDA	(Executive Secretary)
		(Liaison to DC-COA)
CDR Allen Albright	FDA	(Recording Secretary)
CDR Laila Ali	FDA	(Treasurer)
LT Nelson Adekoya	CDC	
CAPT John Bartko (Ret.)		
CDR Lori Brown	FDA	
Dr. Stephen Goldman	NIH	
CAPT Helena Mishoe	NIH	
CDR Richard Troiano	NIH	

B. EX-OFFICIO MEMBERS ATTENDING:

CAPT Derek Dunn	OS	(CPO)
CDR Patrick McNeilly	OS	
LCDR Meta Timmons	DCP	(Liaison to DCP)

C. GUESTS ATTENDING:

LCDR M.Thomas Hendricks	FDA
CDR Young Lee	FDA
LCDR Sheilah Maramark	SAMHSA

D. MEMBERS EXCUSED OR ABSENT:

CDR Angela Gonzalez-Willis	HRSA	
CAPT Alejo Borrero-Hernandez	BOP	
CDR Carl A. Ohata	AHCPR	
CAPT Gilbert Sanders	IHS	(Vice Chairperson)
CAPT Carolyn Strete	NIH	

III. STANDARD AGENDA ITEMS AND REPORTS:

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A. CALL TO ORDER:

The meeting was called to order in the OSG conference room 18-57 at 1240. CDR McNeilly was formally recognized by CAPT Dunn for his service on SciPAC and participation on the recruitment committee.

B. GREETINGS FROM THE CHAIR:

CDR Sheets thanked CDR Lalonde for his service to the PAC as the outgoing Chair. New PAC members CAPT Bartko and LT Adekoya were introduced. CDR Sheets reviewed PAC goals & objectives for 2000 which included the following:

1. Identification of services that PAC can provide for Jr. officers/officers in field perhaps by use of a survey, e.g., electronic access for all officers to access PAC information, reviewing CV's for promotion- eligible officers, mentoring program updates, training for mentor's workshop and leadership conference in connection to protocol training for officers, and fostering greater communication throughout category.
2. Discussion of some of these and other items followed which included: New procedures are being implemented due to use of electronic media (e.g., website has replaced newsletter) and may require a Charter change to reflect the way SciPAC does business. The PAC may need to address general Charter changes this coming year; it was noted that the Treasurer position is in the current Charter.
3. For increased visibility of the Corps and Scientist Category, it was suggested that the category could take the lead in organizing a formal musical group for the Corps to volunteer for PHS and non-PHS functions. Corps escorts (local and national) was also suggested as another visibility idea. It was agreed that these topics could be further discussed at the next Exec. meeting (i.e., proposals on how to proceed).

C. REPORT FROM THE CHIEF PROFESSIONAL OFFICER:

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CAPT Dunn provided a summary of issues discussed at the CPO/PAC Chairs meeting:

1. Fitness Program update- Presidential Fitness Program to start out with patches/awards for officers meeting a certain level of physical activity then would move toward (proposed only) a Coast Guard-like regular physical activity and weight evaluation to mirror other uniformed services. The PHS may ultimately want to have unique requirements. Regular physical aerobic activity for health would be stressed over just having a certain physical shape (weight). Per Admiral Satcher, in two years time or less,

the SG office will allot an FTE. The Corps will eventually have a block on the COER for physical activity. An evaluation of officers' current physical activity is being discussed; PACs and/or COA- Websites may help facilitate a questionnaire in connection to an announcement in the Corps bulletin although confidentiality is a concern. Therapists and Dietitian categories have the lead on this. Scientist officers who are interested in providing input into the questionnaire should contact CDR Flyzik in the OSG.

2. Regarding the COA resolution pertaining to formation of a Jr. officer advisory committee: the SG response is to not establish a new PAC but encourage all PACs to encourage Jr. officer involvement. By next Friday, the PAC should nominate a Jr officer to participate in a discussion with the OSG and Jr. officers to voice concerns/needs on this issue.

3. It was noted that CO's are putting in extra hours on the indexing/scanning effort in DCP and that the Scientist Category has been well represented. Mock promotion boards will be using the new electronic system before actual promotions take place.

4. It was announced that CAPT Skip Miller is the new Deputy Division Director of DCP.

5. Carol Andres discussed the OSG column for the Corps bulletin in terms of criteria for items to submit- each category will be given a specific month in the bulletin to elaborate about its activities. (Scientist Category may want to insert information on Jr and Senior officers of the year awards at this time).

6. It was announced that Rear Adm. Hardin was promoted to flag officer and it is on the listserv.

7. The old honor guard is now under the OSG- CAPT Richard Vause is head of this and coordinates honor guard activities for Admiral Satcher.

8. CAPT Dunn is writing up recognitions for officers who were involved in the bicentennial calendar effort.

9. CAPT Dunn met with CAPT Vivian Chen, the new HSO CPO to discuss the pooling of resources between the two PACs to have a greater impact on relevant issues. It was noted that the two PACs have a history of working together (e.g., leadership training, space-A flights, and bicentennial calendar).

D. REPORT FROM THE DCP STAFFING OFFICER :

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LCDR Timmons reported on the following issues:

1. The DCP optical scanning process is ongoing with much work left to do; more volunteers are needed. Training for indexing is being done on a one-on-one basis (contact Greg Stevens)- working shifts include 4-8 pm, 8-12, Sat. 8-1 pm and 1-4 pm.
2. Promotion letters will be coming out in the near future for eligible officers. Officers should not send any information forward until notified. Documents will probably need to be sent by fax; officers will be given a fax number (pin number) in order to submit documents. Officers are encouraged not to highlight items in document for file because when highlighting is scanned, it masks the information, so DCP suggests underlining be used instead with inclusion of PHS # and name on every document. Officers can submit information until DEC 31, 1999. Officers not eligible for promotion should not submit documents to their files until Jan 2000.
3. File reviews will be conducted and career counseling is particularly stressed for Jr. officers.
4. CDR Troiano mentioned that in connection to CV review for promotion eligible scientist officers, the SciPAC wants CV's by Oct. 15 which proceeds formal letters being sent out. LCDR Timmons and DCP may be able to share a preliminary listing to help out in order to bridge gap in time.
5. New improved officer orientation is currently being worked on and will cover many topics (2 day session is planned).
6. Discussion is currently ongoing regarding elimination of the staffing officer position after initial orientation of new officers. This training may be deferred to the individual PACs.
7. Regarding DoD appropriations, if FY2000 bill is signed by the President, it will provide more benefits for officers including 2 pay raises ; one in January (4.8%) and another in July 2000 (% based on rank and years of service, up to 5.5%). These provisions may benefit Jr . officers more and is intended to encourage retention). The following website address provides more information on this:
<http://www.militarycity.com/features/mco/pay/>

8. There is also discussion on allowing officers to participate in a “Thrift-like” Savings Plan; officers may be able to invest up to 5% of yearly salary (pre-Tax) but no matching contribution would be provided.

9. Elimination of the “double dipping” rule for retired officers is also being discussed which currently prevents receipt of full retirement salary. Discussion by the SciPAC ensued on this topic in terms of how this bill could potentially affect retirement-eligible officers (positively and negatively).

10. Regarding other DoD authorizations, plan discussed pertaining to retirement pay at 15 years for Jr. officers; officers would either receive a \$30,000 lump sum payment and commit to 20 years of service and receive 40% retirement salary or receive 50% retirement without the \$30,000 lump sum payment (note: plan may only affect officers who were commissioned after 1986).

IV. OLD BUSINESS--ONGOING COMMITTEE REPORTS and PROJECT STATUS:

A. COMMITTEE REPORTS AND ISSUES:

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1. VISIBILITY COMMITTEE: (CDR Lalonde)

a) *Scientist Poster (CAPT Caviness)*

CDR Lalonde stated that officers should begin collecting photos and bios for the next poster. It was also noted that the Dining Out is Nov. 20, 1999 (announcement is available) and that a categorical toaster is needed along with a grog suitability tester. The scientist singers may also perform.

b) *Public Relations (CDR Albright)*

CDR Albright did not have specific items to report but noted that Public Health Awareness Week 2000 is currently being planned; LCDR Weber is the lead on this event. LCDR Weber mentioned that activities associated with this so far are fund raising with WETA (local PBS station) and officers in March and contacting of Washington Post to provide information on public health during Public Health Week.

c) *Science Fair Judging (CDR Sheets)*

CDR Sheets stated that she presented the report for the OSG in June and that the CPO/PAC chair committees were supportive of submitting the report to the OSG to expand and improve the program. CDR Sheets also mentioned that the report for the leadership conference is pending per CAPT Sanders.

2. RECRUITMENT COMMITTEE: (CDR McNeilly)

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Nothing specific to report. LCDR Weber will update the list of contacts.

LT Adekoya suggested that Johns Hopkins activity be replicated at Morgan State this year, which the PAC agreed was a good idea. CDR Ali also suggested that one day workshop event be considered.

3. MENTORING COMMITTEE: (CDR Brown) [top](#)

CDR Brown had no specific items but mentioned that mentors are on the PAC and the level of interaction with protegees is low and this effort needs to be revitalized; protegees should also be encouraged to communicate with mentors. CDR Sheets also commented that there will be a new call for mentors and protegees and that non-PAC members will be encouraged to be mentors; personal contact to solicit new mentors may work better than a form letter which has gone out in the past.

a) ***Review of CV's for Scientist Officers***

CDR Troiano reported that a message was sent out to the listserver on this topic August 11, 1999 and that some responses have come in; Oct. 15, 1999 is the submission deadline. A reminder was sent out Sept. 23 with an addendum for officers who may not know if they're promotion eligible during this cycle. CVs will be reviewed for consistency with handbook recommendations; it was noted that the handbook is available on the Scientist Web site. Each CV will be reviewed by 2 officers, at least one of whom is a senior officer, to see how the CV might be improved. Following review by the two SciPAC members, a phone call appt. should be set up with the officer to provide comments by Nov. 15-30. The CV's have been submitted electronically and will be distributed electronically. Each member of SciPAC will be asked to help review; CDRs Troiano and Sheets will make assignments soon and provide guidelines for reviewers. A 3- way conference call is preferable (2 reviewing officers and officer whose CV is being reviewed). Officers are reminded to treat these CVs with professional respect and courtesy by not discussing them outside of the review process.

4. INTERNET COMMITTEE: (CDR Lalonde) [top](#)

- CDR Lalonde reported that he plans to open up posting capability to other members of the SciPac so others can post items directly to the listserv. Currently, CDR Troiano and LCDR Weber are helping CDR Lalonde with this effort. CDR Lalonde is still managing the listserv. CDR Lalonde noted that criteria need to be established for what is appropriate to post on listserver.
- It was also noted that the listserv e-mail addresses should be reconciled/updated with the current e-mail distribution list. CDR Albright will provide CDR Lalonde with the Scientist Officer e-mail distribution list as spreadsheet format to facilitate updating. Contacting of retired officers is an issue that COA may be able to help with (note: CAPT Elaine Abraham membership contact for DC COA)

- LCDR Weber is currently getting abstracts from the COA meeting along with photographs taken by CDR Sheets to post on the Web page. It was also mentioned that the linking of the COA website with Scientists website should be updated.

5. AWARDS COMMITTEE: (CDR Gonzalez-Willis) [top](#)
Nothing to report

6. CHARTER COMMITTEE: (CDR Ohata) [top](#)
Nothing to report.

7. HANDBOOK COMMITTEE: (CDR Ohata)
Nothing to report.

V. NEW BUSINESS: [top](#)

A. SCIPAC STRUCTURE AND OPERATIONS ISSUES:

Selection of Committee Chairpersons/members for 1999-2000:

- Awards: - Troiano (chair), Gonzalez-Willis, Adekoya, Ali, Hendricks
- Charter Review/Handbook: Weber (chair)
- Mentoring: Mishoe (chair), Sheets,
- CV Review
- Recruitment: Adekoya (chair), Albright
- Visibility (no chair)
- Science Fair Judging: Sheets (chair), Hendricks, Bartko, Weber, Ali, Albright
- Internet: Troiano, Weber, Maramark
- Poster: Caviness (chair)
- Public Relations/Others: Weber (chair), Mishoe, Bartko
- Survey: Gonzalez-Willis, Troiano, Maramark, Hendricks

VI. ANNOUNCEMENTS [top](#)

1. CAPT Dunn announced that today was officially his last CPO meeting but has been asked to continue on as CPO until a new CPO is appointed.
2. It was proposed/agreed that the SciPAC meeting time be changed to 1-4 pm.
3. Per CAPT Dunn, scanning in historical documents is complete.
4. PHS Dining Out is scheduled for Saturday, Nov. 20, 1999, from 6-10 pm at USUHS, Bethesda, MD (see flier for details)
5. CAPT Dunn acknowledged the efforts of prior members and awarded SciPAC certificates to the past Executive Committee, sub-committee members, and presenters at the 1999 COA Annual Meeting-Scientist Session (a list of awardees will be attached to the minutes).

VII. Meeting Schedule for 1999-2000

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A. SciPAC EXECUTIVE COMMITTEE:

The next meeting of the SciPAC Executive Committee is scheduled for 28 October 1999 from 1-4 pm in Conference Room Q (Parklawn) or by teleconference.

B. SciPAC FULL MEMBERSHIP MEETING

The next meeting of the full SciPAC is scheduled for 9 December 1999 from 1-4 pm in the OSG Conf. Rm. 18-57 Parklawn.

1999/2000 - Meeting Dates

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<u>Full SciPAC</u>	<u>Location in Parklawn Building (subject to change)</u>
September 23, 1999	18-57
December 9, 1999	18-57
February 24, 2000	18-57
April 27, 2000	18-57
July 27, 2000	18-57
September 24, 2000	18-57
<u>SciPAC Executive Committee</u>	<u>Location in Parklawn Building (subject to change)</u>
October 28, 1999	Conference Rm. Q
January 27, 2000	18-57
March 23, 2000	18-57
May 25, 2000	18-57

NOTE: the alternate meeting room location (if necessary) for the entire 1999/2000 schedule will be in Parklawn, Conference Room C.

VIII. ADJOURNMENT

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The SciPAC meeting was adjourned at 4 pm.

Submitted by:

CDR Allen Albright
Recording Secretary
Date _____

CDR Rebecca Sheets
Chairperson
Date _____

Appendix A

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1999 Recipients of SciPAC Certificates of Recognition and Appreciation

CDR Angela Gonzalez-Willis: Participation on the SciPAC Handbook Revision, Newsletter, and Awards Committees

CAPT Helena Mishoe: Participation on the SciPAC Handbook Revision and Awards Committees

CAPT Alejo Borrero-Hernandez: Participation on the SciPAC Handbook Revision and Awards Committees

CDR Richard Troiano: Participation on the SciPAC Handbook Revision, Awards, and Newsletter Committees

CDR Laila Ali: Participation on the SciPAC Handbook Revision, Science Fair, and Awards Committees

LT Nelson Adekoya: Participation on the SciPAC Handbook Revision and Awards Committees

CDR Carl Ohata: Participation on the SciPAC Handbook Revision and Charter Review Committees

CAPT Gilbert Sanders: Participation on the SciPAC Handbook Revision, Charter Review, and Mentoring Committees

CDR Rebecca Sheets: Participation on the SciPAC Handbook Revision, Mentoring and Science Fair Committees

CDR Allen Albright: Participation on the SciPAC Handbook Revision, Public Relations and Recruitment Committees

LCDR Darin Weber: Participation on the SciPAC Handbook Revision, Recruitment and Newsletter Committees

Dr. Stephen Goldman: Participation on the SciPAC Handbook Revision and Mentoring Committees

CAPT Susanne Caviness: Participation on the SciPAC Poster Committee

CDR Francios Lalonde: Participation on the SciPAC Handbook Revision and Visibility Committees

CAPT Carolyn Strete: Participation on the SciPAC Mentoring Committee

CDR Patrick McNeilly: Participation on the SciPAC Recruitment Committee

CDR S. Lori Brown: Participation on the SciPAC Mentoring Committee

CAPT Mark Paris: Participation on the SciPAC Charter Review Committee and Coordinating the 1999 COA Scientist Session

Mrs. Grace Doemeny: Scheduling SciPAC Teleconferences 1998-1999

Ms Bessie Beck: Developing electronic files of SciPAC historical records

LTCDR Meta H. Timmons: Outstanding Service as Staffing Officer to the SciPAC

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**1999 Recipients of SciPAC Certificates of Recognition and Appreciation for
Scientist Session Presentation at the 1999, COA Annual Meeting**

CAPT Victor Krauthamer
CDR Jeffrey S. Gift
CDR Ralph O'Connor
CDR Mark S. Eberhardt
CAPT W. Howard Cyr
CAPT Sherry Selevan
CAPT Charles Land
LCDR Boris R. Aponte
CDR Rickie R. Davis
CDR Kate M. Brett
CAPT Walter Scott
CDR Frank P. Gonzales
CAPT Michael Adess